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| EXEMPT (Y/N): | No | JOB CODE: | CSC Exempt |
| DEPARTMENT: | Sheriff's Office | CLASSIFICATION: | 162 |
| SUPERVISOR: | Animal Control Officer | SALARY RANGE: | \$16 - \$18 / Hr |
| UNION (Y/N): | No | LOCAL: | N/A |

GENERAL STATEMENT OF DUTIES: Attend to and care for animals in the kennel facility. Assist public to adopt animals in animal shelter and compile records of impounded animals. Perform clerical duties in support of office. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Feed and water animals according to schedules. Clean and disinfect cages, pens and yards.

Examine animals for signs of illness and treat them according to instructions. Transfer animals between quarters.

Shave, bathe, clip and groom animals. Assist in anesthetizing and inoculations as needed.

Assist prospective owners in selection of animals for adoption and in preparation of adoption forms. Advise new owners of pet examination and neuter/spay programs.

Prepare license forms and collects fees.

Review shelter records of licensed pet owners to identify owners of lost pets. Review other shelter records to help owners find lost pets.

Canvass throughout County for unlicensed dogs.

Compile daily records required by animal shelter describing stray animals found by shelter workers and animals turned in by public. Record information according to instructions such as diet, weight, medications, food intake and license number.

Type and edit correspondence, memos, and reports for department.

Process a variety of forms, including claims. Receive and record monies and receipts for department. Maintain files and records relating to department activities. Answer telephones, greets visitors and direct inquiries appropriately.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the close supervision of the Animal Control Officer who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or GED. Preference will be given for additional related training or prior experience in an animal care shelter or veterinary office. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate motor vehicle operator license and must be insurable under the County's liability insurance policy.

KNOWLEDGE, SKILL AND ABILITY: Some knowledge of animal care, behavior and handling, including rabies control and prevention, disease recognition and animal related laws. Knowledge of safety rules and practices pertaining to animal control. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to act effectively in emergency situations. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Driving throughout the County in all weather conditions is required on an occasional basis.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. The employee will be required to restrain and handle large, unruly animals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions as well as in a general office environment. The noise level in the work environment is usually loud.